

Alliance for Community Transformations

5174 Highway 140 P.O. Box 2075 Mariposa, CA 95338

Phone: (209) 742-6456 Fax: (209) 742-7456

Job Title:	Ethos Program Specialist I (TEMPORARY)	Job Category:	Community
Classification:	Community Based Services	WC Code #:	9067
Location:	Ethos Office / Youth Center	Travel Required:	Yes
Level/Salary Range:	\$16.50/hour	Position Type:	32 hours/week - TEMPORARY
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Youth Programs Director		
Benefits:	This is non-benefited position other than what is required by state law.		
Applications Accepted By:			
Fax: 209-742-7456 E-mail: denise@alliance4you.org Subject Line: "Attention: Human Resources"		Mail: Denise Conway - Administration P.O. Box 2075 Mariposa, CA 95338	
Job Description			
<u>Role and Responsibilities</u>			
The Ethos Program Specialist I strengthens the programs and mission of Ethos Youth Center by supporting young people, building relationships, and facilitating successful programs that empower youth. The Ethos Program Specialist II is also responsible for the programming that supports youth who are secondary victims of crime. They will approach working with youth from a standpoint of equality and empowerment and be highly relational. Applicants must have at least 5 years of driving experience.			
The Ethos Program Specialist I is responsible for the following duties:			
<u>Program Duties:</u>			
<ul style="list-style-type: none"> • Facilitate the programming for secondary victims, designed to support youth whose parents or guardians are on probation or who have been exposed to a violent crime. • Provide direct services to and advocacy for secondary victims. • Attend multi-disciplinary team meetings. • Seek out and participate in on-going training opportunities to best serve the secondary victim population. • Follow up with referrals from partner agencies. • Maintain a resource/service database for youth who are victims and continually disseminates this information at the youth center. 			

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Youth Support & Empowerment Duties:

- Develop positive relationships with young people in the youth center & the community as a whole.
- Provide health, educational and justice system advocacy for youth who are secondary victims.
- Recruit and encourage youth to be involved in various programs and activities, including but not limited to OUTside Mariposa, WyseCast, gardening, the Student Steering Board (youth council), and more. Recruitment may take place through social media, community presentations, by working with high school clubs, and more.
- Use knowledge of the local area and of adolescent behavior and issues affecting youth in Mariposa, to appropriately engage each youth.
- Make referrals to other agencies and services as needed.
- Other duties as assigned.

Youth Center Management:

- Ensure cleanliness of the youth center on a daily, weekly, and monthly basis. This includes maintaining cleanliness of the kitchen area, study room, bathroom, larger room, and outdoor area.
- Input statistical data daily and create reports for the Youth Services team as needed.
- Input data and track ongoing services & outreach for the services provided to secondary victims.
- Assist Program Director in maintaining and updating forms associated with data collection as grant objectives or programs change.
- Maintain files at the youth center.
- Other duties as assigned.

Volunteer Support:

- Recruit, train, and retain volunteers for Ethos Youth Center who receive specialized training to advocate for children who are secondary victims of crime
- Assume responsibility for supervising adult volunteers when they are on site.
- Plan & facilitate Volunteer Team Meetings.
- Work with other youth center staff to develop roles for the volunteers to meet program needs.
- Ensure services provided to all youth by volunteers are in a manner consistent with agency mission and values and all grants requirements.
- Assist Program Coordinator & Program Director in the administrative coordination of volunteers (schedules, outreach, communication, training logistics, etc.).
- Maintain a tracking system for volunteer participation. Monitor volunteer hours; produce a monthly report for the Youth Services Team.
- Ensure volunteer folders are maintained and information necessary for reports, such as volunteer hours, are shared with the Youth Services Team.
- Other duties as assigned.

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Youth Services Team:

- Participate in Youth Services team meetings and other staff meetings as appropriate.
- Other duties as assigned.

Community Outreach/Education:

- Conduct outreach to increase secondary victim's access to services and inform them of their rights.
- Assist with the overall outreach for Ethos programs.
- May serve as a liaison with community groups, offering presentations about the youth center and its needs.
- Assists with community events, utilizing volunteers, such as a fundraiser, a festival or other event.
- Other duties as assigned.

Qualifications and Education Requirements

KNOWLEDGE OF:

- Youth development & empowerment
- Office operations and processes, including skills and knowledge of multiple computer applications (Data entry, Excel, Word, PowerPoint, Webinar software, website software, etc.)

ABILITY TO:

- Recognize and combat adultism, defined as "the power adults have over children" or the "prejudice and accompanying systematic discrimination against young people."
- Organize, collaborate and do outreach with diverse communities and agencies
- Effectively communicate with individuals of various socioeconomic and cultural backgrounds.
- Organize and prioritize tasks according to deadlines
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population.

EDUCATION/EXPERIENCE

- High School Diploma/GED with two years' work or volunteer experience in a program serving children or youth.
- Ability to communicate compassionately, reasonably, and clearly with diverse groups of individuals.
- Complete required sections of Ethos Volunteer Training and Court Appointed Special Advocate training upon hire.

PHYSICAL REQUIREMENTS:

- Facility to see, read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead. Physical agility to push/pull, squat, twist, and turn.

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- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.

- Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Ethos adheres to the provisions of ADA regarding reasonable accommodation procedures.

ADDITIONAL REQUIREMENTS:

- Must pass fingerprint clearance upon bring hired.
- Must possess a current valid California Driver’s License for the last 5 years and must also provide proof of car insurance.
- Must have reliable transportation.

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

Note:

The Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

The Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	6.5.18	Revised Job Description Date:	

*** Upon Hire, this will be signed and dated by the applicant. ***

In accepting this position, I understand that the funding is temporary and subject to change in six months or one year's time.

Signature

Date